



The City of Muskegon contracts with the County of Muskegon for human resources services.

CITY OF MUSKEGON

Submit Application to:
Muskegon County Human
Resources Department
1611 Oak Avenue, Suite 2
Muskegon MI 49442
Telephone (877) 521-JOBS
Fax (231) 724-6840
As e-mail attachment: jobs@co.muskegon.mi.us

Application for Transfer/Promotion to Position of:

A C R

The City of Muskegon is an equal opportunity employer and shall consider all qualified applicants without regard to race, color, sex, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected class.

Social Security Number

Middle

First Name

Last Name

PERSONAL INFORMATION:

Home Phone Number

Other Contact (Phone number, e-mail address, etc.)

Street Address

City

State

ZIP

Do you have a valid, unrestricted driver/operator license? ☐ Yes ☐ No

If no, please explain

Driver License Number

State

Do you have a valid commercial driver license? ☐ Yes ☐ No

If yes, type and endorsement(s)

Reason for Transfer:

EDUCATION:

Do you possess a high school diploma or G.E.D.? ☐ Yes ☐ No

Please give school/trade school/college information below:

School Name & Location	Credits Earned	Diploma Earned	Curriculum
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

NOTICE TO TRANSFER/PROMOTIONAL APPLICANTS

The decision to accept or reject an application for transfer or promotion is made by comparing the minimum qualifications as listed in the job posting and the information provided in or appended to the appropriate employment application.

EXPERIENCE: Please list your history of employment and/or unemployment. Start with your present status/last job held and work backward. Use additional sheets if necessary.

THIS SECTION MUST BE COMPLETED EVEN IF SUBMITTING A RESUME!

Current City Position _____

Employment Dates _____ to _____ Supervisor's Name _____

Job Title _____

Job Duties _____

Previous Employer/Position _____

Address _____

Phone _____

Employment Dates _____ to _____ Supervisor's Name _____

Job Title _____

Job Duties _____

Reason for leaving _____ Salary/Hourly Rate _____

SKILLS: Describe below any specialized training, apprenticeships, internships, skills such as equipment operation, licenses, certificates, and extra-curricular activities that pertain to the position for which you are applying:

EQUIPMENT OPERATION: Please list below each kind of specialized equipment you are skilled in operating:

Do you know of any reason why you cannot or may not be able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes _____ No _____

Please describe any accommodations required:

I hereby authorize any agency to give any information regarding any record or information they may possess and release them from any damages whatsoever for issuing same to the City of Muskegon, Michigan, or its agent.

I hereby certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that false statements made herein are sufficient cause for rejection of this application.

Applicant's Signature _____

Date _____

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